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CONFIDENTIAL*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director of Training

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FROM : Deputy Director of Training

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DDA Memo, 4 Apr 77

SUBJECT: Weekly Summary Report

Auth: DDA REG. 77/1763

Date: 100278 By

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3. The Catalogue of ^{OTR}~~TD(S)~~ Courses, ^{primarily for Clandestine Service personnel,} which had been held up for many months, finally appeared on 21 October. The Office of Training respectfully requests that the top echelons of CIA at least glance through the Catalogue for a quick survey of the training now available to members of the Clandestine Services. Work on revision of the Catalogue with a view to the publication of an Agency issuance is beginning at once.

4. Among new course plans to be reflected in a revised catalogue are the following:

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Although the Office of Training has been capable of giving a course  with practical field problems for many months, such a course has never been given. A staff study showing need of activation of the course is in preparation.

c. Refresher

It is now definite that by February 1954, the Office of Training will offer the first course designed specifically to bring returnees up to date on the problems, programs, and procedures of the Agency. From that time on, Phase III will be designed specifically for newcomers, and will no longer be handicapped by having to compromise between the needs of newcomers and returnees. ✓

d. Weapons

The Office of Training is capable of qualifying students in the use of a number of common firearms. This extension of the present method of offering familiarization and range practice will be put into effect and further study shows that the service is needed. ✓

e. Reporting

The old course on reporting for professional reports officers will be revised and reactivated at the earliest possible date. ✓

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